

CHAPTER 5

GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES INCIDENT TO PERFORMANCE OF OFFICIAL TRAVEL

5-1. General.

a. All rights to gifts, prizes, incentives, benefits and services obtained when performing official travel become the property of the Government, except as otherwise indicated in this chapter. While acceptance of promotional materials/services or enrollment in airline mileage accumulation programs is not mandatory, travelers are encouraged to participate to help reduce overall costs of official travel.

b. Travelers are obligated to account for any gift, gratuity or benefit received from private sources when performing official travel. This includes promotional materials given by airlines, rental car companies and hotel/motels, for example, bonus flights, reduced fare coupons.

c. When a traveler receives promotional material he/she is accepting it on behalf of the Government. All rights to such material become the property of the Government and must be relinquished.

d. Travelers may keep items of nominal intrinsic value (e.g., pens, pencils or calendars) or items offered for customer relations purposes (e.g., free wine on delayed flights).

e. Travelers are encouraged to enroll in mileage accumulation (FREQUENT FLYER) programs to gain full or discounted travel which would ultimately accrue to the Government. However, any mileage credits earned become the property of the Government. Official and personal credits should not be mixed.

f. Travelers must turn in travel bonuses carrying expiration dates, and nontransferable travel coupons, even if they cannot be used by the Government for future official travel.

5-2. Promotional Materials.

a. Travelers accepting promotional materials must turn in material or documents to the HQUSACE Transportation Officer.

(1) Transferable tickets, coupons or certificates should be used/applied toward future official travel of employees.

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(2) Non-transferable tickets or other discount documents should be turned in and applied to future travel requirements of the individual. Whenever possible, documents should be requested in the name of the U.S. Government or the Department of the Army.

b. Promotional coupons that carry a cash surrender value should be redeemed immediately. Cash received from redeemed coupons should be turned in to the finance and accounting office.

c. Trading stamps, precious metals and physical articles, such as clocks, sports equipment, appliances and luggage, should be turned in to the Supply Division, Directorate of Logistics Management.

d. Tickets, coupons or certificates turned in by the traveler that cannot be used should be disposed in accordance with appropriate property disposition procedures. If price reductions in lieu of trading stamps, precious metals and physical articles cannot be negotiated and they have no practical use, the Supply Division should arrange for transfer of the property to a nearby Federal Hospital or similar institution that is operated, managed or supervised by the DOD or the Veterans Administration.

e. Procurement of transportation for official purposes is based on cost effectiveness rather than participation in promotional programs. Consequently, all policies relating to routing and selection of modes/carriers remain unchanged. Travelers should be warned against patronizing or requesting Ask Mr. Foster Travel Agency to select carriers solely for the purpose of receiving the extra benefits that may be provided by any particular carrier.